

**APPROVED 09-10-08**

The meeting was called to order at 7:00 PM by Chairman Charles Kimball. Present were members Charles Kimball, Pat Martel, Doug McElroy, Michael Nygren, Andy Kohlhofer, Peg Pinkham, Don Gates, Town Administrator Heidi Carlson (7:45PM). Annmarie Scribner, School Representative, Robert Stackpole and Recording Secretary Jeanne Nygren.

Committee Chairman Charles Kimball and went through the agenda items.

Kohlhofer asked Annmarie Scribner to respond to the question from the last meeting on the number of students identified with an IEP that receive special educational services. Scribner doesn't have these figures and has asked Dawn Lewis to update this information and she would be the one to discuss the special education issues and IEPs. Scribner said Lewis updates this from the budget book and asked Kohlhofer if that was what he was looking for. Pinkham said every student in their IEP is designated by service as an individual. There are no students receiving a service that is not indicated in their IEP. There is no student receiving specialized services without an IEP. Not to say that this is a new program but is an educational direction RTI (Response to Intervention) that happens in earlier grades. One of the questions was specific on how many services were being provided per student by each teacher? Pinkham said the Committee was not looking for the student's names but wanted to know the names of the teachers performing these services. Pinkham said this was brought up at the budget meeting prior to the one she attended. The information was asked for and not given and at the School Board meeting Pinkham was told it had been provided and a lot was in the budget book and she thought she should have been able to walk the committee through that. Pinkham wants to come back with the actual number and not an estimate. Kohlhofer wanted to look at the figures from previous years, what he has is just projections on who they expect to receive these services. He wants last years actual services, by number of students. Nygren said they give you the final figures not a breakdown by way of a spreadsheet. Nygren said the only thing that changes, according to Lewis last year, was that the IEP stays with the student through its years of education. Pinkham said the IEP gets rewritten every year. Pinkham said the forecast is based on the actual students. Some students come in and out of IEPs. They forecast how many students need services and they know that by May or June, because those students have been identified or moved out of the system. Pinkham said that Lewis has to justify this to the School District.

Another question that was asked was who pays for the preschoolers? Pinkham said it does come out of tax dollars and we get a small amount from other government sources. Kohlhofer said this is State mandated. Pinkham said if the Budget Committee wants to take it to the State, feel free. Kohlhofer said that if under the State constitution in the last couple of years that being a federal program that was volunteered for each state to participate in, each state legislature can agree to participate in that program or not, our State legislature said yes. Pinkham asked if you were talking on identifying children. Kohlhofer said it was the 3-5 year olds and when they made it mandatory in our school, that the State mandate cannot come out of local taxes. Kohlhofer will bring up the constitution and he will get the RSA. Scribner said the only preschool grant they could get for 3-5 has been applied for by the school and we get it every year. It is only about \$4300.00 and this is for all of the students. Kohlhofer is thinking that if the State does not fully fund (like they are required by the Constitution), he would vote not to fund it from the Town. Let them worry about it. Scribner said the grant is the Pre School Grant and the school also charges tuition for this program and they receive roughly \$20,000 in revenue. Kohlhofer asked if the federal government comes forth with any funding. Scribner said no.

Pinkham also reviewed a couple of other questions. Kimball wanted to know the figure on how many students are on the late bus. Scribner said the count has just started today and she will get this answer. Pinkham said a monthly report will be supplied to the Committee that will tell every month how many students per day rode this bus. Kimball said we will have at least 2 to 3 months of data to review when we get to the School budget. McElroy asked if they added another bus this year. Scribner said there are still 8 buses and that routes have been rerouted, and they haven't added any buses. McElroy said do we really need 8 buses. Scribner said with the time frame involved and the amount of children on the buses that they really do need these buses. Pinkham said that they had to rework the number of stops because they went almost door-to-door. There are 4 middle

school buses for 200 students and 530 in the building. Kimball asked if there was a seating problem? Pinkham said they are recommending no more than 72 and when you get up into those numbers in the middle school, the number is down into the 40s. She will get a list of the runs and the number of students on each bus. Nygren asked if buses have monitors? Pinkham said twice a year there is a spot monitor that rides each bus. Looking at driver safety issue concerns there was 15 hours added in training per bus driver.

Nygren had a question when going over the contract in regards to the paraprofessionals, aides and cafeteria personnel. He wasn't sure about several things such as personal days and sick days that can be taken during the calendar years and holidays as they want. If they take the days are they taken during the calendar year or non-calendar year? Scribner said the only one who gets vacation are the janitors and the 3 secretaries, the rest don't get any vacation. Nygren said as you read the whole thing it leads you to believe that all personnel get that. Scribner said no. Nygren said it doesn't take them out of the categories. Another question was on cafeteria personnel are we paying them? Scribner said no they are contracted out. Nygren said prior to new school service being taken over were they paid by the school? Scribner said they had separate budget in line 2100. Nygren said these are items that are in the contract that lead you to believe that the people get benefits. Scribner said they will check into the language and it may have to be cleared up. Nygren asked if paraprofessional and aides do not get vacation. Scribner said they don't get paid for vacations, they get paid hourly. If they don't work and have no sick time, they do not get paid.

Kimball wanted someone present that was involved in the contract negotiations for the School District to be present when the Budget Committee goes through the contract. Pinkham said the DOE report is still not back yet from the auditors and the State is aware.

Nygren said that Governor Lynch filed the Evergreen Bill and signed it. Now during the negotiations are you going to allow step raises? Scribner said legally that will have to do whatever they have to do, but teacher's contracts have this already written into it and that is totally separate from that. Scribner said this is something they will have to talk about. Pinkham asked was this in regards to the paraprofessionals? Nygren said no, not the paraprofessionals this was people that were subject to step raises. Because he didn't sign that when the paraprofessional contract was voted down, so therefore it would not affect that contract. It would only affect contracts that are being negotiated from the time filed. According to the way it was written that if you are in negotiations with the school system and you are a teacher in step 3 scheduled to go to step 4, you would not have to wait because that is the level you are entitled to on being hired.

Pinkham had questioned the SAU and was told no, that there was no provision that would allow this. Scribner said the law is going to override this anyways. Nygren said that if the Evergreen

clause does not exist or they don't recognize it, then they can't implement it. It would be only if you have been doing it.

Kohlhofer had a question on the monthly report submitted by the School District in regards to the encumbered figures and what it was. Scribner said this money has been promised or there is a purchase order. Another question Kohlhofer had was on the special education teacher's salary. Scribner said there are 2 staff members and this figure is the amount of their salaries combined. This is the IDEA grant and because she hasn't got the money yet and as soon as she gets the approval this figure will be moved.

Scribner said in special education salaries Dawn Lewis had people working for her this summer and she just paid them all and she was over by \$555.00. She needs to explain that to the School Board and give justification. Kohlhofer said we actually paid more than what was budgeted for. Scribner said when we go through the audit an adjustment can be made, but she can't do this herself.

Pinkham said at the School Board meeting a concern had been raised that a lot of these questions had been not specific, but in general and we don't want to be redundant. Pinkham made a motion so she can go to the School Board with clear questions, and the School Board can provide any information and to go through the Budget

Committee Board. Pinkham would want these questions written out and the Board sign off on these questions so she can be clear on these questions and when information is provided that it gets checked off that it was provided, so no misunderstanding is made. Pinkham couldn't answer at the last meeting because she didn't know what the questions were. Pinkham would like this to become part of the minutes. Jean Nygren said that the past recording secretary pointed out that these questions were in the April 9, 2008 meeting minutes for the School Board to provide the answers to and emailed to Chris Kenneway. Jean Nygren also asked what system could be provided to facilitate this and not have this be an ongoing problem.

Kohlhofer said it is easier to provide these questions. Pinkham had some corrections to the August 13 minutes and wanted to know whether or not to email them to the secretary. It was felt it be better to wait for the next meeting, so nothing is lost in translation and for the rest of the Budget Committee to review them together. Kohlhofer also said if 2 or 3 or more people are emailed and involved then this becomes a meeting.

Gates said we don't want to be redundant, but we are on a fact finding mission and sometimes questions lead to other questions. If answers are not precise or clear then we need to be more specific. Gates doesn't feel we have to be that rigid and have to make a motion to get an answer to a question.

Kohlhofer said that if we put our requests into a motion and they appear in the minutes, then it would be much clearer. Jean Nygren said that they are in the minutes and what else can be done as a secretary when this was done and here it is 4 months later? What other kind of plan do you want to put into play to alleviate this problem?

Pinkham said people represent themselves and there will be times we are asked to provide information, but need to know if it is for personal reasons or if it is for the Budget Committee. Pinkham likes to see things in emails because too much is lost in translation verbally. Kohlhofer said the problem with email is that if a quorum of people are emailing each other then that email becomes a meeting.

Gates said with the budget as large as the school budget to have those answers on top of your head is difficult for someone to do that without any preparation time.

Kimball summarized to try to write the questions down. Scribner said she has already updated her staff book on special education and does the Budget Committee want Dawn Lewis to explain the information of special education. Kohlhofer would rather go over this first and then set a date for Lewis to come in. Scribner will email this updated information to the Budget Committee. Scribner wanted to know the Budget Committee schedule? Nygren said meetings are set to do the Town portion of the budget and should be done by mid November or so and can start the School Budget then. Scribner said because she is not available to come in for 6 weeks, that when she sends the monthly spending sheet she will put an attachment with this sheet to provide information. Scribner was thanked and left the meeting at 7:40 PM.

At 7:45 Robert Stackpole Cemetery Trustee came into the meeting with Heidi Carlson.

**4195-CEMETERIES.** Carlson went through the rationale sheet and there is only includes a \$200.00 change from last year because of the cost of fuel in mowers. Mowing wages a month ago that we hired a back up to help cut lawns at a lower rate. Wages in cemetery budget wages won't change very much. The rates are well in line with what the study came back with. It is calculated on a twenty hour work week for about 26 weeks. They are working on an expansion and award Phase II of this expansion for a road that goes in 200 feet, to be a cut for the next phase. Bid was \$2200.00 for cutting the main road in and additional \$1100.00 for the first sprig to the right. This is phase II of the Leavitt expansion. Stackpole provided a drawing to the Committee which will create over 900 plots. The road will be in the middle of these plots. Some of last years work needs to be completed and the roadway is unacceptable as well as the tree stump. Stackpole has let the contractor know this and they will come back and fix it. Stackpole said before the next phase starts this, will be completed. The total of the two proposals are \$3300.00. Kohlhofer asked what Perpetual Care Maintenance is. This was left out. Carlson said when you buy a lot it is \$300.00 for one plot, \$240.00 goes to Perpetual Care Fund and \$60.00 to

the Town. Stackpole said this will be going up to \$500.00 because of the markers that have to be put in, as the cost of the granite is \$150.00 for each grave. This will be included in Perpetual Care. Kimball asked how big are the lots? Stackpole said if you are cremated more can go it but if a burial then one lot per plot. Kohlhofer asked what is in the administration line? Carlson said it is used for the copying of maps. Kimball then asked how feasible would a ride on mower be? Stackpole said that at Leavitt Cemetery you can use it because there are flat stones and it could be used, but not at Village Cemetery. Village Cemetery has only 20 graves left and this is why Leavitt needs to be stepped up. McElroy asked what are the statistics in burials. Martel said it varies. Kohlhofer asked when the Trust Fund is paid out. Carlson said that is at the end of the year. Stackpole said there were two electric meter spots but Kimball said there is only one working. Carlson asked if they could do the well and they may need to get an electrician to do the wiring. Stackpole would like the wiring checked to

see if it needs to be reset. Carlson will try to find somebody to take a look at this. Stackpole wanted to explain the stipend. The reason was before there was a Superintendent that was getting \$400.00, and now they have 3 Trustees at \$150.00 each to get to the \$450.00 in this line 040. Kimball asked if the Trustees answer questions concerning the lots. Stackpole said yes and that the trustees meet every over month. There were no other questions, Stackpole was thanked and he left the meeting at 8:10 PM.

**4152-REAPPRAISAL OF PROPERTY.** Carlson said the Town has never budgeted for board of tax and land appeals. We had two that went to appeal this year and these hours are billed separately and not under the contract. Carlson stated for next year's contract budgeted at 3.5% increase it takes into the CPI that it pulls for to get the increase percentage. Carlson won't know until she gets the bill in April 09, which is the contract year. Carlson said more abatements came in this year than in the 2005 revaluation year. The tax abatements are all filed and everything has been reviewed.

026-Computer equipment & software Carlson added \$100.00 due to web posting change.

002-Map corrections and update is staying the same.

003-Assessing supplies stayed the same.

010-utility value update stayed the same. Martel asked if this was recommended by the Selectmen. Carlson said yes but didn't type this in the report and will put the recommendation in the column.

**4153-JUDICAL AND LEGAL SERVICES.** This figure hasn't changed. There is one pending legal matter and is being taken care of by insurance company. The ones pending are no permit in a wetland and failure to pay impact fee, a civil suit over a land use, a junk yard that is being handled by Building Inspector and our lawyer and the other party's lawyer. Building permit issue case has a hearing set in September, and a foreclosure notice that a mortgage holder is foreclosing. The Planning Board has a model ordinance to have our attorney review before going on the ballot. The new sign ordinance has interpretation questions that need to be addressed that have come in. Another ordinance from the Planning Board and Conservation Committee having to do with water extraction and water rights is being sent to counsel for review.

Kohlhofer asked on the Police Department Special Details line item is the \$45,000. and if it is not spent can it be transferred to another line item. Carlson said that it can be done but the Selectmen choose not to. Carlson shows this whole amount as a revenue, so it does not impact taxes.

Carlson said solid waste tonnage is down and recycling is up. She has the new tipping fees from turnkey but wants another month of data to get a true figure because the toter wasn't started until July. Kohlhofer asked if there were any complaints with trash. Carlson said yes and this was handled by the Selectmen's office. There has been some problem with someone having once a year events and how to deal with this. They are looking at other alternatives but the purpose of the toter was to get people to look at what they throw away and reduce our tipping fees that are \$70-\$80 a ton to throw trash away. Waste Management said that immediately they saw drastic change in what was sitting out by the curbs, and they were wondering if some trash was imported. There was no limit in the past but that was never imposed. You could put out as much as you wanted before, but now if you put out anything outside the toter, it won't be picked up.

Pat Martel asked a question on mosquito spraying. Carlson said this is being done tonight McElroy asked if there were any reduction in numbers in the pool studies and are they still doing them? Is this working with the cost of \$48,000.00 a year? Carlson said it is hard to say. Because of the added rain it was thought that this could be worse and that all the rain and storms disturbed the pools. This plan does not eradicate the mosquito. We will go on again as a warrant article and let the people decide what they want to do on the mosquito issue.

Carlson had the list of questions the Committee had asked from the Police Department. Carlson provided a memo to Chief Janvrin and he had answered these questions. If this is not sufficient to have the Budget Committee make another list or wait as he will be in with the Budget Committee in about 3 weeks.

McElroy asked if anyone else volunteered for Budget Committee position. Carlson said no. Kimball had the letter Carlson had requested last week on Keith Stanton resigning.

Carlson also handed out the wage study except the job descriptions. This shows how positions are rated as far as points worked in and put into labor grade, and how everyone's position get a labor grade and then compares data. There is still follow up to do, and some concerns expressed.

Carlson said the questions she got today were due to the numbers in schedule are based on the 2007 study from Municipal Association and Fremont would be out of date obviously, but it shows how positions are graded. These questions will go back to the Selectmen to discuss with the LGC man. As they are working with department heads they are trying to integrate this into it. The Selectmen's minutes have more of this study outlined also to include every position. Carlson wanted the Budget Committee to start to work through this study. Carlson will give employees copies with paychecks this week. All department heads have already received this study. When this study was done in 2002, they found vast deviances from current market rates and the salaries of people. This study does not have the radical changes that the last study had. There are some positions that are just right, some that are high, some that are a little low and some that really need to be addressed, but it is not huge. Carlson is trying to put together where people were in 2008 and where they were placed in positions for 2009 and what those changes would mean on the average and what those changes would be by putting people in step and grade for what we are looking for next year. Carlson might not have the figures back to the Budget Committee for another two weeks to see what the impact is on the wage study. Carlson will make copies of the Selectmen's minutes that will make it easier for the Budget Committee to see.

Nygren asked were the labor grades determined by the self write up, a collaboration of the department heads or were they determined by the group that did the survey? Carlson said it was by the group that did the work for sure. Gates said they did comparison studies. Carlson said one thing that came up today was that if you did not do a good detail job on what you turned in as your job listing, it shows. Nygren asked why in today's labor environment are they recommending 20 years to get to the top pay. Carlson didn't read in the study what they recommended. Nygren thought that so companies won't loose their people they have reduced it down to 8, 9, or 10 years to get to their top step.

Gates says in general with most of this study we were on target except for a few positions and that these are just recommendations. He also said this doesn't address the quality of life working in a small town.

Kimball asked what departments are coming up on the next scheduled meeting. Carlson said next week Building Inspector and Planning and Zoning to go over their budgets. The Selectmen will make a final recommendation on the wages. Gates feels maybe we need to get away from general cost of living increase across the board, and it should go on merit and their needs to have a ceiling measure in there. Also needs to be performance driven as the Town grows. McElroy said this is easy to do, but it is also easier to go the other way. Nygren said in today's work place

In order to keep employees they may need to adjust the positions accordingly. Kimball asked how many full time employees are there. Carlson said there are 9 and one elected.

The minutes of the April 9, 2008 meeting were reviewed. A motion by McElroy was made to approve these minutes, seconded by Kohlhofer, all were in favor.

The minutes of August 13, 2008 was asked to tabled by Pinkham, seconded by Nygren. All were in favor.

A motion was made at 9:10 PM to adjourn the meeting by Kimball, seconded by Kohlhofer. All were in favor.

Respectfully submitted,

Jeanne Nygren  
Recording Secretary